

Job Description

Young Carers Support Worker

Job Title:	Young Carers Support Worker
Salary Scale:	Community First Pay Scale 420 (£23,935 gross p.a.)
Hours:	36.5 hrs per week, includes regular evening, weekend and school holiday work (Fixed Term Contract for 12 months with the possibility of extension, subject to funding).
Location:	Office base in Devizes. Outreach 1:1 and group work sessions carried out county wide.
Supervisor:	Service Development and Splash Manager

Job Purpose

Provide a range of holistic support for Wiltshire young carers which tackles the challenges that they face due to their caring role, resulting in safe and effective coping strategies, increased confidence and skills, and lessened isolation.

Main Responsibilities

1. Work with young carers referred to the service to create and regularly review individual support plans.
2. Provide coaching, mentoring, advocacy to specialist services and equipment to keep young carers safe.
3. Organise and deliver a range of respite activities which engage, motivate and provide varied personal development opportunities for young carers.
4. Manage groups of young carers and be responsible for their care while participating in the 'service offer' including residential provision.
5. Provide information, advice and guidance and transition support, advocacy and access to other services and agencies when appropriate for young carers, families and referral agencies.
6. Foster a young person-centred approach at all times, ensuring there is no discrimination or bullying.
7. Provide assistance in meeting all administrative responsibilities within the post holder's area of

8. work, including the maintenance of our MIS, databases and case files.
9. Ensure that all activities are risk assessed and approved, using the appropriate forms and process and ensure the safety of young people whilst participating in activities.
10. Organise and provide transport, equipment, clothing and healthy meals for young carers participating in group work activities.
11. Adhere to all organisational policies including Home Visits, Lone Working, Health and safety, Safeguarding, Dignity At Work and Data Protection.
12. Establish local and strategic partnerships which support the development of services for young people, increasing the reach and impact of our overall work with young carers.
13. Manage a case load of young carers and advocate on behalf of their needs.
14. Involve young carers, families, referral and delivery partners in formative evaluation and support the preparation of funding applications to Trusts, statutory organisations and national funding streams.
15. Support the delivery of accredited non formal learning programmes for young carers, including, where appropriate, tutoring sessions and 1:1 key work support
16. Provide statistical information and input into reports and impact evaluations.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, data protection is adhered to and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder

is expected to be familiar with the Dignity at Work Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post holder as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This role is subject to an Enhanced DBS along with relevant background checks references, probation period and completion of mandatory training requirements.